

## **INSTRUCTIONS for Nonpoint Source Program Grants**

### **Project Description**

**In no more than five pages**, provide the following information in the order listed, and using the headings given. **While there is a five-page maximum for this section, you are not required to use the full five-page allowance.** Use 11 or 12-point font on 8 ½" x 11" paper with 1" margins. Consider each bulleted statement as it applies to your project. At the top of the page, include the project name and tracking code number followed by "Project Description." Number the pages and attach to Page 1, the Application Cover Sheet, and Page 2, the Standard Statements. **Be sure to include a complete entry for each element A through G.** Due to space limitations, it is recommended that applicants focus their efforts on developing elements B, D, F, and G.

#### **A. Statement of water quality concerns/issues.**

- Briefly describe the watershed/project setting.
- Indicate the percentage of land use in the watershed (i.e., X percent urban, Y percent agriculture, Z percent forested, etc.)
- List or discuss all 303(d) listed water bodies (must include 12 digit HUC).
- Describe the current water quality conditions, and the needs/problems to be addressed with the proposed project.
- Summarize past and ongoing watershed activities.
- For implementation proposals only: Either here, or in a separate attachment, include a summary of implementing the watershed management plan and how this proposal fits into the overall planned implementation process.

#### **B. Project goals and objectives.**

- Describe the project goals (what you hope to achieve) and measurable objectives.
- Describe how you intend to accomplish the goals and objectives.
- For implementation projects, cite the specific task(s) or recommendation(s) from the watershed management plan that will be implemented.
- Describe how the project will result in improved water quality and the projected load reductions (Project Outcomes from the Notice of Intent (NOI)).
- Describe the anticipated water quality benefits in relation to the cost of the project.
- Describe how these goals and objectives compliment any ongoing water quality projects within the project area.

#### **C. Organization Information.**

- Briefly state the organization's mission, goals, relevant programs, activities, and accomplishments.
- Describe the relevant qualifications of project staff that will ensure the success of the project.
- List any previous Department of Environmental Quality (DEQ) grants, including project name and tracking code number, which the organization has received or partnered on.

#### **D. Partners and Related Funding. Describe:**

- The project partners, their roles, and commitments.
- Any other sources of funding not listed on page 1 of the proposal or on the budget, and include other grants you have received that relate to this proposal.

#### **E. Project Sustainability. Describe:**

- Any water quality activities that will continue after the project is completed.

- The measures you or your partners have taken to identify potential land use conflicts within the proposed project area.

## F. Evaluation

Some type of evaluation is required for all projects to measure the success of the project in achieving the stated goals. The evaluation component of your project should be designed to detect changes that result from the project. It is important to consider the scale of change that will result from your project (site specific, stream reach, sub-basin or larger). It is also helpful to incorporate links to ongoing monitoring efforts such as those conducted by the state, local units of government, and volunteer groups that will be carried out during the project time frame.

Qualitative assessments (general and non-numeric assessments) are acceptable in many cases. Quantitative assessments (specific measured evaluation) require large numbers of samples or measurements for statistically significant conclusions, and therefore, typically require assistance from a qualified consultant or a research organization to assure that the results are meaningful.

Applicants proposing to perform social monitoring should complete and include the following table as part of this section. Applicants are encouraged to contact Tyler Kitchel (517-373-6265; [kitchelt@michigan.gov](mailto:kitchelt@michigan.gov)) prior to submitting an application pertaining to social monitoring.

Purpose of the monitoring (i.e., the question they intend to answer)	
Survey type (mail, phone, etc.)	
Survey tasks	
Detailed costs of survey tasks	
Survey sample size	
Expected return rate (mail surveys only)	
Statistical analyses to be applied to the data	

Applicants proposing to perform environmental measurements (water quality, macroinvertebrate populations, stream morphology, etc.) should complete and include the following table as part of this section. Applicants are encouraged to contact Joe Rathbun (517-373-8868; [rathbunj@michigan.gov](mailto:rathbunj@michigan.gov)) prior to submitting an application pertaining to environmental monitoring.

Purpose of the monitoring (i.e., the question they intend to answer)	
Parameters to be measured	
Measurement or analytical techniques	
Expected number of locations to be sampled	
Sampling frequency	
Statistical analyses to be applied to the data	

All projects that include monitoring activities (including social surveys) for evaluation or project guidance will be required to submit a Quality Assurance Project Plan (QAPP) for approval by the DEQ. Monitoring activities are not eligible for grant funds or for use as match until a QAPP has been approved by the DEQ. Please contact the appropriate [NPS Program Staff](#) for additional information and guidance.

As part of your application:

- Describe how an evaluation of the project will be done, including how success will be defined and measured.
- Describe how evaluation results will be used and disseminated.
- Describe the active involvement of partners in evaluating the project.
- Include the above tables (if applicable).

#### **G. Project Summary**

In **150 words or less**, provide a summary of your project. This will be used as a basis for the DEQ summary documents during the review process, and if the project is funded, edited for the DEQ Internet Web site.

For your summary, include the following:

- The name of the water body being protected or improved.
- Size of the watershed or project area.
- Land use in the watershed or project area.
- If the project area includes Integrated Report listings (Impaired Waters or NPS Priority Watersheds) or Phase 2 storm water areas.
- Pollutants threatening or impairing the water body and the sources.
- The goal(s) and objectives of the project.
- Anything that makes your project unique.
- For implementation projects: A projected pollutant load reduction.
- For planning projects: A list of pollutants that will be targeted.

Attach this information behind Page 2, Standard Statements, and continue on the next page.

## **INSTRUCTIONS for Section 319 Nonpoint Source Program Grants**

### **Work Plan and Timetable**

**Work plan.** **Maximum Four-Pages.** Use 11 or 12-point font on 8 ½" x 11" paper with 1" margins.

- The work plan should begin with a heading consisting of the bolded title of the project and the tracking code number.
- The work plan should be presented by task (with sub-tasks, as necessary), including a brief narrative description.
- For each task, include an estimated percentage of time (grantee time only – not contractual time). The total estimated percentage of time must equal 100 percent.
- For each task, identify which staff person or other agency will be responsible for carrying out the task.
- For each task include an estimated budget breakdown by major budget category (Staffing/Fringe, Contractual, Supplies, etc.). Totals must balance with the budget.
- For each task, identify the resulting product(s).
- Each contractual service listed on the first page of the Grant Application Budget Information sheet must have its own task(s), responsible agency, and product(s).

**Note:** All work plans must include the following mandatory task:

#### **Task #X – Grant Administration and Close Out – x%**

- A. Develop and submit quarterly status reports following Environmental Science and Services Division (ESSD) guidance. Reports will be submitted within 30 days of the end of each quarter.
- B. Provide draft and final products and deliverables in both hard copy and electronic format as specified in the [Nonpoint Source Grant Administrative Summary](#).
- C. Develop and submit a draft final report following ESSD guidance, at least 45 days prior to the end of the project. Incorporate DEQ comments and submit final report within 30 days of the end of the grant.
- D. Submit a release of claims statement on letterhead with the final report.
- E. Submit in both hard copy and electronic format a draft and final project fact sheet utilizing the ESSD template. The draft project fact sheet is due 30 days prior to the end of the project. The final project fact sheet will be submitted with the final report.
- F. Submit an electronic copy of all before and after photos and other project-related photos with the final report.

**Products:** Quarterly reports, five (5) hard copies of all products and deliverables, one electronic copy of all products and deliverables, draft and final project report, project fact sheet, and release of claims statement.

**Note:** Projects installing Best Management Practices (BMPs) and/or collecting or generating water quality or social data will be required to include the following sub-tasks.

#### **Required sub-tasks for all BMP installation:**

- A. Submit engineering plans for [DEQ review and approval](#) at least nine (9) weeks prior to construction. Construction will not begin without DEQ approval.

Note: The DEQ reserves the right for a nine (9) week review time. If substantive changes and/or a new plan submittal is required, additional review time is required (the nine-week

clock restarts). The absolute minimum timeframe between site plan submittal and implementation is nine (9) weeks.

- B. Submit a BMP Form each reporting period in which BMPs are installed. When a site is complete (e.g. all BMPs are implemented on that site), the BMP form must include the pollutant load calculations for that site. In addition, when a site is completed, hard copies of photographs must be submitted to verify that the site was completed.

**Required sub-tasks for monitoring ([water quality](#) and [social monitoring](#)):**

- A. Develop and submit a QAPP to the DEQ for review and approval at least nine (9) weeks prior to monitoring. Monitoring will not begin without DEQ approval.
- B. All data will be submitted in both hard copy and electronic formats. (Include the following, if applicable). Water quality data will be recorded and submitted using the DEQ template.

**Timetable. Maximum 2 pages, standard 8.5" x 11" paper only.** Include a timetable of activities, showing when each task will be completed. This should be presented in a table format and cover all quarters or months of the project. If by quarter, they must correspond to the state's quarter system (i.e., October, November, December; January, February, March; April, May, June; July, August, September). Note also that the timetable should include time for the DEQ staff to review and comment on all draft products and deliverables.

Include a nine (9) week work time slot for DEQ review of QAPPs.

Include a minimum nine (9) week work time slot for DEQ review of engineering plans for BMPs.

Include a minimum of 90 days for the DEQ review of Watershed Management Plans.

**Number the page(s) of the timetable and attach to the work plan.**

## **INSTRUCTIONS for Nonpoint Source Program Grants**

### **Attachments**

<b>The following attachments are to be submitted by all applicants.</b>
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**Map(s).** Limit all maps to a single 8½" x 11" page.

For Implementation Projects:

- A watershed map delineating the project area(s) in relation to the critical area(s) and identifying the specific location of each site proposed for BMPs.

For Planning Projects:

- A watershed map delineating the boundaries of the project area. The map should show all affected water bodies (including designated flood plains and wetlands).

**Audit.** All applicants must include with their application, an *Independent Auditors Report* from a *Comprehensive Annual Report* documenting that the organization has undergone a successful financial audit within the last 24 months. The letter must also include the dates and scope of the successful financial audit. This information is necessary to assure that the applicant has a financial accounting system in place that operates in accordance with accepted accounting principles. **Note:** An *Independent Auditors Report* is a one or two-page letter that includes the title "*Independent Auditors Report*" – **Do not send the complete audit.**

<b>The following attachments are to be submitted if appropriate.</b>
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**Letters of Commitment.** Required for all proposals that include local match from partners. These are letters from partners in the project committing a specific amount of time, money, activities, or other specified resources for the project and reflected on the budget. General letters of support (those not showing time, money, or specific resource commitment) are not required.

**Contractors Qualification Form.** Required for all proposals with entries in the contractual portion of the budget. The form should include the name and qualifications of all known contractors listed on the budget.

**Statement on Hydrology/Morphology.** Required for all projects that propose major stream treatments or stream bank stabilization. The statement must include detailed information on the hydrologic condition of the stream including if and how the hydrology has changed over time and the corresponding changes to the morphological stream conditions.

**Site Plan(s).** Required for all proposals that propose implementing physical BMPs. A depiction of each project area showing all existing water bodies (including designated flood plains and wetlands) and structures as well as the proposed treatment.

**Site Photo(s).** Required for all proposals that propose implementing physical BMPs. A depiction of each project area showing all existing conditions.

***All other information--including binders, extraneous reports, etc.--will not be considered, reviewed, or returned.***

## Checklist for a Complete Application

Number the pages of your proposal. **Submit ten (10) copies of all portions of your application and one (1) electronic copy of the entire proposal.**

**Your ESSD application should consist of all of the following:**

- ☐ One-page ESSD Application Cover Sheet, EQP 5835.
- ☐ One-page Standard Statements, EQP 5839 (Page 2 of the Cover Sheet).
- ☐ Maximum five-page Project Description which includes the monitoring information requested in element F (if appropriate).
- ☐ Maximum four-page Work Plan with the mandatory elements.
- ☐ One or two-page Timetable.
- ☐ ESSD Grant Application Budget Sheet, EQP 5834, with an explanation of indirect, either on the form or as an attachment; also, an explanation of the source of O&M if any BMPs.

Attachments: **Required as described on the previous page.**

- ☐ 8.5" x 11" map or maps.
- ☐ Letter from a CPA showing a successful audit (an *Independent Auditors Report from a Comprehensive Annual Report*).
- ☐ Letters of commitment (if required).
- ☐ Contractors Qualification Form (if required).
- ☐ Statement on Hydrology/Morphology (if required).
- ☐ Statement on Implementation (if required, can also be included in project description).
- ☐ Site plan(s) for implementation projects.
- ☐ Best Management Practices Form (if required).
- ☐ Site photo(s) for implementation projects.

*All other information--including binders, extraneous reports, and general letters of support--will not be considered, reviewed, or returned. We highly recommend that you contact the [NPS Program Staff](#) before submitting your proposals if you have any questions.*

Applications must be delivered to the ESSD in Lansing by 4:00 p.m., **October 29, 2008**, or carrier dated on or before **October 29, 2008**. Faxes and e-mail submissions will not be accepted. Late proposals will not be considered for funding.

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